FOR MYSORE STATE

Public (RDP1x) (1955) Department.

Rt. SERIES.

G.O. No. 1844

Dated 12-12-55

Passed
23/12/55

[Despatch Abstract.]

CPs - Typewriter - Supply to the P.E.O., Mangalore, - Sanctioned

Copy of Ref.C.No.1974/55-G dated 26.7.55 from the Project Executive Officer, South Kanara, Mangalore to the Director of Community Development, Madras.

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Sub: COMMUNITY PROJECT -South Kanara -Office of the Project Executive Officer, Mangalore -Appointment of a typist -and allotment of the typewriter sanctioned for the Divisional Engineer(Community Project) Mangalore -Request.

Ref: 1. G.O.Ms.No.1747, Public (RDP) dept. dated 20.5.55.
2. G.O.Rt.No.536, Public (RDP) dept. dated 9.4.55.
3. G.O.Rt.No. 417, Public (RDP) dept. dated 16.3.55.
4. G.O.Rt.No.236 dated 15.2.1955.

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The number of the clerks in my office has increased from five to nine with the posting of additional hands sanctioned in the Government orders cited 1 to 3 above. As the Government have since sanctioned most of the schemes relating to this Community Project the correspondence work in the office has increased at least four times more than what it was about 6 months ago.

2. At present there is only one typist sanctioned for this office. With the increase in volume of correspondence it has become exceedingly difficult for one typist to cope with the work promptly. This has resulted in delays in fair copying of even important communications to departmental heads as well as the Government.

3. To assure promptness in faircopying it is quite necessary to appoint an additional typist for this office. I, therefore, request that the Government may kindly be pleased to sanction the post of an additional typist for my office for the period upto 30.6.56 or till the need for the post ceases whichever is earlier.

4. The typewriter for the office of the Divisional Engineer, (Community Project), Mangalore sanctioned in the Government Order cited last above has since been received and is temporarily kept in the office of the Divisional Engineer (Highways) Mangalore who had taken delivery of the machine as the consignment was received after the closure of the Special Division under the Community Project. I am separately addressing the Collector and the Divisional Engineer (Highways) to send on the machine to me urgently. I request that the machine may kindly be ordered to be ~~xxxxx~~ used in my office and returned to the Controller of Stationery and Printing after the closure of the Community Project. The machine will be made use of by permitting one of my clerks in my office who is also a qualified typist, to type urgent references until orders are received from the Government sanctioning the post of the additional typist referred to above.

Very early orders are solicited.

/True copy/

Superintendent. 11/8

r.r.1.9.

Copy of D.O.Ref.C.No.1974/55-G ~~from~~ dated 27.8.1955 from the Project Executive Officer, South Kanara, Mangalore to the Director of Community Development and Ex.officio Addl. Secretary to Government, Public (RDP) Department, Fort St. George, Madras-9.

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Sub: COMMUNITY -South Kanara -Office of the Project Executive Officer -Mangalore -Appointment of an additional Typist and the transfer of Typewriter allotted to the special Divisional Engineer (C.P.) Mangalore -Regarding.

Ref: My letter No.1974/55-G dated 26.7.1955.

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I invite kind attention my letter cited and request that very early orders may kindly be passed and communicated to me inthe matter, as my office is experiencing great difficulty in coping with the increase volume of typing work with a single typist and typewriter. Pending sanction of an additional typist, the typewriter supplied to the Special Divisional Engineer (CP) which post has since been abolished, may be ordered to be used in my office or a separate typewriter machine may be supplied urgently.

/True copy/

Superintendent. 1/54

To r.r.1.9.

RDP VI.

R.F. 1974/55.E. Project Executive Office, S.K.,
Mangalore, dated 11--11--1955

48679

ASSISTANT SECRETARY TO GOVERNMENT
17 NOV 1955
(PUBLIC DEPARTMENT PUBLICATION)

From
H. Narasimha,
Project Executive Officer,
South Kanara, MANGALORE

To
The Director of Community
Development, MADRAS

Sir,

COMMUNITY PROJECTS--South Kanara--Project Executive Officer's Office--Sanction of the post of a Typist Supply of a Typewriter--requested.

Ref: This office Ref.C.N.1974/55-G dt.26-7-55 & part
and D.O. dated 22-8-1955. --part
G.O.Ms.No.3220 Pub.(R.D.P.) Dept. dt.18-10-55

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In the G.O. cited (2) sanction has been accorded to the employment of one addl. typist in this office for a period upto 29-2-1956. While recommending the creation of the post of the Typist in this office report 1 cited, it was requested that the typewriter supplied to the office of the defunct Divl. Engineer (H) Mangalore may be ordered to be used in this office. But no orders have been received on this point. The typewriter supplied to the defunct Divisional Engineer's Office Mangalore is being used by the Divisional Engineer (H) Mangalore under orders of the Collector. The Collector has also held that the Typewriter which was originally intended for the Spl. Divl. Engineer will be required by the Divl.Engineer (H) Mangalore for the same purpose though I hold the view that there is no justification for allotting the Typewriter to the Divisional Engineer (H) as there is not so much work in that office relating to Community Project as to warrant the supply of a Typewriter from Community Project funds. In the circumstances, a separate Typewriter is absolutely necessary for this office for the addl. typist now sanctioned. I, request that the Controller of Stationery and Printing may be requested to supply a new Typewriter to this office immediately. Pending receipt of a Typewriter, the Typist who has been appointed in the sanctioned post has been asked to use her own typewriter.

Yours Faithfully,

Project Executive Officer. 12/11

JO/12-11-55.

9-12/11

Dessn.

V. urgent

Genl (KDP IX) Depn.

G.O. Rt. No 1884 Dated 12-12-55

C.Ps - Typewriters - Supply to the Office of the P.E.O., Mangalore - Sanctioned

Read: from the P.E.O., Mangalore letter No. 1974/55 dated 11.11.55

Order:-

Sanction is accorded to the supply of a standard size typewriter ~~for the office of the P.E.O., Mangalore~~ for the use of the typist sanctioned in G.O. Ms No 3220 Gen dt/18.X.55, in Office of the P.E.O., Mangalore. Madras.

2. The C.S. to P. is requested to arrange for the supply of the typewriter to the P.E.O., Mangalore immediately.

3. The typewriter should be placed in charge of a qualified typist and should be

TPTO

such a person ceases to be
turned to the C.S & P., reasons when ~~it is no longer~~
available or if for any other reason the machine is no longer required.
~~required or when suitable hands are not available~~

~~operate the machine~~

4- The expenditure should be debited to
3 B. Community Dev. Projects, N.E.S & L.D. Works -
) C.Ps - Dist. Establishment - Other ~~to~~
harges" by per contra credit to "XLV Stationery
d Printing - 1. Stationery - C. Deduct values
ationery supplied to other Govt. depts."

15

21/11/61

2 S/ 1. /SS.

the P.E.O., Mangalore
~~As there is~~
C.S & P. ~~marking this~~ the P.W.D.
copy to the S. Kanara
- RDD Acts 'A' and 'B' fell
S/F. copy to the P.W.D.

22/11/61

Public (RDP) III Department.

Sub: COMMUNITY PROJECTS -South Kanara Project Area - Office of the P.E.O. -Mangalore -Appointment of an additional typist and allotment of a typewriter -Requested.

Ref: From the P.E.O., Mangalore Ref.C.No.1974/55 G dated 26.7.1955.

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1 Please see the reference from the P.E.O. Mangalore in the c.f. For the reasons stated in paras 2 1 and 2 of p.1 c.f. the P.E.O. requests that the post of an additional typist for the P.E.O's office Mangalore may kindly be sanctioned upto 30.6.56 or till the need for the post ceases whichever is earlier. He also requests that the typewriter sanctioned for the office of the Divisional Engineer (CP) Mangalore may kindly be ordered to be used in his office and returned to the Controller of Stationery and Printing after the closure of the Community Projects Scheme.

2 It is submitted that no separate post of typist other than a Stenographer has been sanctioned for other Project Executive Officers so far. It is for consideration whether the proposal of the P.E.O. requesting the sanction for the post of additional typist for his office use may be approved and sanction accorded for a period of 3 months as a special case in view of the urgency or whether particulars of number of pages typed in double line spacing per day by the existing typist may be called for.(A typist is expected to type 25 pages double line spacing per day). Subject to orders a draft Memo. is submitted below for approval.

M.S. 18.8.55.
Asst. Secy.

(True copy)

011443

Superintendent

Pub. (RDP VI)

CNo. 11443 RDP VI/55

Please see the extract from plaint.

2. The P. E.O. Mangalore has applied for a sanction for appointment of a typist in his office to cope up with the increased work. This question is being examined in RDP. I&T Section. In the meantime the P.E.O has suggested that the typewriter now available in the office of the Divisional Engineer (C.Ps) Mangalore may be ordered to be transferred to this office (P.E.O's) before it is returned to the C.S.P. Madras.

RDP III Section has called for certain particulars regarding the number of pages typed per day in the office of the P.E.O. whether the P.E.O is eligible. It cannot be said definitely at this stage whether the request of the P.E.O for appointment of a typist in his office will be complied with. The question of transfer of the machine in the office of the Div. Engineer (C.P) Mangalore or of supplying a new machine to his office can be taken up only after actual orders are passed sanctioning employment of a typist in his office. This may therefore be over the 15.10.55 in which the orders referred to above are passed whichever is earlier.

X

6/9/55

7/9/55

11443/55

Thro' RDP II

one orders referred to in p 6 ante have not yet been issued. It is ascertained from RDP II that orders will be issued shortly. The file may continue to be over till 31.10.55

18/10/55

Pub (RDP III) Deptt

Orders have since been issued vide Memo No 3220 Pub(RDP) dt 18/9/55 for the employment of additional typist and the P.E.O., Bijapur Bangalore for a period upto 29.2.56 and a copy of which is put up below. With this, the file may be returned to RDP VI for taking further action.

31/9/55

4/11/55

Public (R.D.P IX) Deptt

one note of (RDP II) above may be perused. ~~A draft memo to the Chief Engineer, P.E.O., Mangalore is sent for approval~~

16/11/55 the letter from the P.E.O, Mangalore on p 5 of may also be perused. For examining the case a.o. Rt No 276 Pub dt/15.2.55 is necessary. Pub (RDP VII) may be requested to put up the same urgently.

21/11/55

Public (R.D.P.) Dept

Please see the letter from the P.E.O., Mangalore on p 5 cf. In the circumstances stated therein a new typewriter may be sanctioned for the additional typist sanctioned in G.O. Ms-No 3220 Pub d/ 18.X.55. A draft order is subd for approval. P.W. and Fin may see before issue

54552
ASSISTANT SECRETARY (GENERAL)
10DEC

21/11/55
21.11.55.

25/11/55

This Advt

Finance (EB)

This draft order below may be accepted. P.W. also may see.

12.55 2.12.55

Public (RDP) U.O. No 114463/ST-1 d/25.11.55

3/12/55 P.W. Pub (RDP)

DEPUTY SECRETARY TO GOVERNMENT
25 NOV 1955
102413
FINANCE DEPARTMENT

P.W.D(D2) Fin. U.O. 102413/EB/55-1 dt 3-12-55.

The draft order below may be accepted subject to slight alteration indicated in pencil. The file may be returned to Pub (R.D.P.)

6/12/55 6.12.55

ADDITIONAL DEPUTY SECRETARY TO GOVERNMENT
6-DEC 1955
34232
PUBLIC WORKS DEPARTMENT

8/12/55 Pub (RDP)

The corrections indicated by P.W.D. in the draft typed and issued.

P.W.D No. No. 34232/D/55
8/12/55

10/12/55.

(6)

Copy of the G.O.Ms.No.3220, Public (RDP) Department dated 18.10.1955.

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Sub: COMMUNITY DEVELOPMENT -Establishment -Office of the Project Executive Officer, Mangalore -Additional typist - Sanctioned.

Read: From the Project Executive Officer, Mangalore C.No.1974/55 -G dated 26.7.1955.
Memorandum No.9400 (RDP) III/55-1 dated 18.8.1955.
From the Project Executive Officer, Mangalore 1974/55 -G dated 11.9.1955.

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ORDER:

In the circumstances explained, the Government sanction the employment of an additional typist on Rs. 45-90 per mensem plus the usual allowances for the Office of the Project Executive Officer, Mangalore for a period upto 29.2.1956.

2. The expenditure should be debited to "63-B.Community Development Works -National Extension Services and Local Development Works -1.Community Development Projects -b.District Establishments -2.Pay of establishments and 3. Allowances."

C.P. Gopalan Nayar,
Deputy Secretary to Government.

/True Copy/

Superintendent.

r.r.3.11.